

## Work Group: KEN IT Coordination Committee

<b>Date</b>	02/21/07	<b>Time</b>	3:00pm
<b>Facilitator</b>	K. Ann Riggs	<b>Scribe</b>	Teresa Tackett
<b>Location</b>	9th floor Conf. Rm. Capital Plaza Tower	<b>Call-In #</b>	

## Agency / Attendees / Role

<b>Educ.</b>	Ann Riggs	Committee Member
<b>COT</b>	Tom Ferree	Committee Member
<b>ConnectKy</b>	Brian Mefford	Committee Member
<b>KDE</b>	Tim Sizemore (on behalf of David Couch)	Committee Member
<b>EPSB</b>	Scott Smith	Committee Member
<b>CPE</b>	Miko Pattie	Chairperson, Applications Subcommittee
<b>ConnectKy</b>	Heather Gate	Guest
<b>JCPS</b>	Bo Lowrey	Guest
<b>KDE</b>	Rhoden Streeter	Guest
<b>COT</b>	Derrick Ellis	Guest
<b>UK</b>	Rob Sprang	Guest

## Agenda/Decisions

<b>Item:</b>	<b>Call to order</b>	<b>Decision(s)</b>
<b>1</b>		
<b>Item:</b>	<b>Minutes Approved</b>	<b>Decision(s)</b>
<b>2</b>	Minutes for Jan. 3 <sup>rd</sup> meeting were reviewed by members.  Minutes for the Feb. 7, 2007 were reviewed by members. In Item 3, the date needs to be changed.	Tim motioned to approve minutes, Miko 2 <sup>nd</sup> the motion. Vote was taken, no objections were heard and minutes were approved.  Tim motioned to approve minutes with change to Item 3, Tom 2 <sup>nd</sup> the motion. Vote was taken and no objections were heard; minutes approved.

Item:	Network Subcommittee Update	Decision(s)
3	<p><b><u>Network Subcommittee:</u></b>            Tim Sizemore, Chairperson</p> <p>Tim said Fayette Co. was done yesterday, everything went smooth.</p> <p>A key date coming up with the installing of the MPLS managed services.</p> <p>They are getting positive feedback from Scott Co.</p>	
Item:	Application Subcommittee Update	Decision(s)
4	<p><b><u>Application Subcommittee:</u></b>            Miko Pattie, Chairperson</p> <p>Miko said they are ready to send out the 2<sup>nd</sup> survey, after making final revisions today. She asked for the committee to review the 20 applications on the survey and give approval to move forward.</p> <p>Miko feels their group is moving forward on schedule.</p> <p><b><u>VIDEO CONFERENCING – DEMO by COT</u></b></p> <p>Tim demonstrated video conferencing using the Tandberg 150. Charlie Simpson, from CRD in Somerset, joined us through video conference.</p> <p>Derrick Ellis (COT) and Rob Sprang (UK) spoke about the history of networking and how they are working together to connect all entities.</p> <p>Ann asked if COT had a plan to improve their video conferencing and he indicated that they are working with CVCN, and are building the infrastructure and relationships to handle the capacity, and they do now have 2 full time staff acting as a HELP DESK for video conference.</p>	<p>Brian motioned to approve survey, Tim 2<sup>nd</sup>. Vote was taken, all approved.</p> <p>The survey will be available on-line, and they hope to have all returned by Mar. 5, 2007</p> <p>Ann will try to gather a group together for a meeting to discuss moving forward with Video Conference application.</p>

	<p><b>KEN</b> is looking at <i>Equipment and Support</i> for Video Conference Application.</p> <p><b><u>12 w/ 2010 Equestrian Event</u></b></p> <p>Miko handed out the Internet2 Proposal that they would like to submit regarding having an I2 Event along with the 2010 Equestrian Event. (Estimated Costs are yet to be determined)</p> <p>After review, there was a motion for the ITC Committee to approve the <u>12 Proposal for 2010 Equestrian Event</u> as a high-level document to be presented to Jack Kelly, of the World Equestrian Games Foundation.</p>	<p>Tim 2<sup>nd</sup> the motion and vote was taken, all approved. Miko will prepare a cover letter to accompany the proposal and the ITC Committee members will sign off on that letter.</p>
<b>Item:</b>	<b>Internet2 Spring Conference Proposal</b>	
<b>5</b>	<p>The committee will look at content for proposal.</p> <p>This item is tabled for now.</p>	
<b>Item:</b>	<b>Digital Summit Award Recommendations</b>	<b>Decision(s)</b>
<b>6</b>	<p>In Al's absence, this item is tabled until next meeting.</p> <p>The website on Ky Digital Summit Awards should be available by the end of the week.</p>	
<b>Item:</b>	<b>Program Manager Update</b>	<b>Decisions(s)</b>
<b>7</b>	<p>The new position description has been sent out to vendors. We have received one new resume' as of this date.</p>	
<b>Item:</b>	<b>Communications Plan</b>	<b>Decisions(s)</b>
<b>8</b>	<p>Michael Goins sent handouts for the committee to review.</p> <ul style="list-style-type: none"> <li>• DRAFT of talking points</li> <li>• DRAFT Template for news releases</li> </ul> <p>Sec. Owens indicated that instead of the template, she would like for Michael Goins to have full control of all press releases coming from school districts.</p>	<p>The committee will ask Michael to contact Scott Co. as soon as possible regarding news releases.</p>

	<p>Tim will pass on to David Couch that the school districts will need to be notified that they should contact Michael Goins directly regarding press releases.</p> <p>Actual press releases will go directly under NEWS on the KEN Website at <a href="http://www.ken.ky.gov">www.ken.ky.gov</a></p>	David needs to tell Districts to contact Michael Goins.
<b>Item:</b>	<b>Open Discussion</b>	<b>Decision(s)</b>
<b>9</b>	Tech Day – March 1, 2007 at Frankfort High	

## Other Discussions

### New/Other Business – Discussions and Decisions:

## Next Steps

### Action Items Assigned in this Meeting:

1. Review the two communication items, DRAFT Talking Points and TEMPLATE for News Releases.

<b>Next Meeting</b>	<b>Agenda Items Suggested and/or Moved Forward</b>
	<b>Items:</b>
Next IT Coordination Committee Meeting is March 7, 2007	

**KPID = Key Point(s) Influencing Decision** (e.g. timing, funding, access, security issues, MoU or other signatory approval needed, etc.) will be noted as and if they apply to individual decisions.